

**Statewide Interoperability Executive Committee (SIEC)
Regular Public Meeting**

Wednesday, August 12, 2009 - 10:00 AM – 12:00 PM

Meeting Minutes

DRAFT – Not Yet Approved by the SIEC

SIEC Members Present

- Paul Wilson, Captain, Pima County Sheriff's Office (Co-Chair)
- Mark Venuti, Director, Guardian Medical Transport (Co-Chair)
- Jesse Cooper, Communications IT Project Manager, Phoenix Police Department
- Scott Tillman, Supervising Telecom Engineer, AZ Department of Public Safety
- Pete Weaver, Emergency Manager/LEPC Coordinator, Pinal County Public Works

SIEC Members Absent

None

SIEC Work Group Members Present

- Clifford Bailey, Senior Communications Engineer, APS
- Paul Barbeau, Logistics Section Chief, Department of Health Services
- Pablo Duarte, Communications Director, Cochise County
- Joe Gibson, Director of Communications, Rural Metro - Southwest Ambulance
- Mark Hill, Communications Engineer, Gila River Indian Police Department
- Bob Hollister, RACES Coordinator. RACES / LEPC
- Terry Mullins, Bureau Chief, Bureau of EMS

Government Information Technology Agency (GITA) & Public Safety Interoperable Communications (PSIC) Office Attendees:

- Lisa Meyerson, Arizona Statewide Interoperability Coordinator & Manager, Public Safety Interoperable Communications (PSIC) Office
- Michael Todd, PSIC Outreach Manager, PSIC
- Justin Turner, PSIC Operations Manager, PSIC
- Emilie Sundie, Project Manager, GITA

26 interested parties and members of the public were also present.

Call to Order

The meeting was called to order at 10:07 AM by Paul Wilson, Co-Chair

Approval of Minutes - June 10, 2009 SIEC Public Meeting

Action Item

Motion: Mark Venuti made a motion to approve the June minutes.

Second: Pete Weaver

No one responded to a call for discussion. The motion was unanimously carried.

Appointment of additional SIEC member

Presenter: Paul Wilson and Mark Venuti, SIEC Co-chairs

Paul Wilson provided a brief overview of the process for filling the vacant position on the SIEC. There were three individuals who expressed interest in serving on the committee. After a brief discussion of the excellent qualifications of each candidate, the co-chairs appointed Jesse Cooper with the Phoenix Police Department to serve on the SIEC as he provided skill sets not already present on the committee. The other candidates were thanked for their interest, applauded for their willingness to serve and encouraged to apply again at the time of a future vacancy.

PL Changes for Nogales Hill and Childs Mountain

Presenter: Scott Tillman, Supervising Telecom Engineer, AZ Department of Public Safety

Discussion & Action Item

Scott Tillman provided an overview of the proposed PL Changes for Nogales Hill and Childs Mountain. The PL tone change is necessary to reduce intra-system interference and improve regional alignment. Discussion from SIEC Technical Workgroup confirmed there was local and workgroup support for these changes and no objections were voiced. Proposal:

Nogales Hill, located in Santa Cruz County, would change to AIRS 4.

Childs Mountain, located in Pima County, would change to AIRS 2.

Motion: Mark Venuti, Co-chair made a motion to change the Nogales Hill PL Tone to AIRS 4 and change the Childs Mountain PL Tone to AIRS 2.

Second: Pete Weaver

The motion was unanimously carried.

Formation of Working Group (short term) for COM-L Tracking and Sign Off Process

Presenter: Michael Todd, PSIC Outreach Manager, PSIC

Discussion & Action Item

Michael Todd briefed the committee on the status of Communication Unit Leader (COM-L) classes being conducted in Arizona. The COM-L courses provide a common level of training and credentialing for communication leaders across the state/nation. In addition to completing a number of classes, each student needs to complete a task book in order to become certified as a COM-L. Mr. Todd described the need for creating a short-term COM-L task force in order to determine a process for credentialing task book signers and create a process for tracking COM-L completion. The committee expressed interest in creating the task force as well as involving ADEM in discussions on offering training going forward similar to other FEMA approved trainings. There was also comment that COM-T training will become available this year or next and that what is done for COM-L can be helpful for future coursework as well.

Motion: Mark Venuti moved to create a task force all aspects of Communication Unit training, including COM-L certification, tracking and sign off process.

Second: Pete Weaver

The motion was unanimously carried.

2010 Office of Emergency Communications (OEC) TA Requests

Presenter: Justin Turner, Public Safety Interoperable Communications Office (PSIC)

Discussion Item

Justin Turner provided an overview of the 2010 Technical Assistance offerings from the Department of Homeland Security's Office of Emergency Communications (OEC) and the process the State will follow for soliciting feedback on what TAs should be requested by the State. TA Requests are due from PSIC to OEC by Sep. 3rd. The committee provided comments and suggestions both for and against various TA offerings. Additional feedback will be collected through August 22nd.

AIRS Standard Operating Procedures (SOP)

*Presenters: Jennifer Hendry, Ph.D., Interoperable Communications Technical Assistance Program
Emilie Sundie, Public Safety Interoperable Communications Office (PSIC)*

- Discussion and Revisions to Draft AIRS SOP

Information & Discussion Item

Dr. Jennifer Hendry provided an overview of AIRS SOP development activity since the June 12th SIEC meeting and then facilitated a discussion of items within the SOP requiring additional SIEC input for resolution or referral. There was discussion regarding AIRS channel nomenclature & channel alignment; programming of the National Interoperable Channels; and a recommendation for AIRS testing. Changes from the discussion will be incorporated into a revised DRAFT AIRS SOP. The updated draft based on these discussions will be posted on the Public Safety Interoperable Communications office website at:

<http://www.azgita.gov/psic/>

- Approval (possible) of Revised AIRS SOP

Possible Action Item

After the discussion, it was determined that additional work needed to be conducted on the AIRS SOP prior to a motion to approve by the SIEC. PSIC staff will continue to work with the Operations and Technical SIEC Workgroups and other interested parties on AIRS monitoring and related issues in order to complete development of the AIRS SOP. The next draft SOP will be presented to the SIEC at the October meeting for further discussion and possible approval at that time.

No action was taken at this meeting.

Comments from the Public

Mr. Mark Hill, Gila River Police Department, encouraged the committee to continue to involve tribal, federal and rural communities in committee discussions and encourage participation on the workgroups.

Mr. Pablo Duarte, Cochise County, briefed the SIEC on the Cooperative Border Region Alliance (COBRA) composed of Santa Cruz County, Cochise County, Tohono O'odham Nation and Mexico. There will be a meeting in September regarding interoperability and Mr. Duarte would like to encourage people to participate. The PSIC Office will post meeting information on its website.

Mr. Dan Wills, Sedona Fire District, encouraged a greater focus on regional communications planning before moving forward with tactical plans. He stated that doing the strategic, regional planning first will help downstream in creating better tactical plans. Mr. Wills also thanked the committee and the workgroup for their work on AIRS.

No additional comments were received from the public.

Meeting Adjournment

Motion: Mark Venuti, Co-chair, motioned to adjourn the meeting.

Second: Pete Weaver

The motion was unanimously carried.

Meeting Adjourned at 11:57 AM.

Next Meeting Reminder:

October 14, 2009

10:00 AM - 12:00 PM

ADOT HR Development Center*

1130 N 22nd Ave

Phoenix, AZ 85009

** The meeting will be changed to the Carpenters' Apprenticeship Hall if it is available.*

Check <http://www.azgita.gov/psic/> for meeting updates.

Pursuant to A.R.S. 38-341-01(B), minutes of the Statewide Interoperability Executive Committee are recorded by tape recorder. Taped minutes are maintained in the office of the Government Information Technology Agency. Public access and review of SIEC minutes are available by appointment Monday through Friday during normal business hours. Please contact the PSIC office at 364-4498 to arrange for an audio of the tape-recorded proceedings.